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ABSTRACT

This guide for early childhood program administrators provides guidelines and makes suggestions for planning special events to facilitate opportunities for parents, children, teachers, and organizations to connect in ways that strengthen individuals and communities and raise money for the organization. Part 1, "Planning," focuses on organization, scheduling, fundraising, public relations, invitations, activities, attire, decorations, entertainment, food, and rentals necessary for the special event. Parts 2 through 5 provide guidelines for special events appropriate for each season. Each special events section includes a brief description of an event, and some of the following, if appropriate, for the event: activities for participants, decorations, entertainment, refreshments, sample invitations, books, and attire. Sample autumn events are a family fun and information fair, a peacemaker gathering, and a pajama party. Winter events include a winter getaway, meet the artist, a father and child event, parent makeovers, and a purple crayon party. Spring events include an Arbor Day celebration, nature hikes, and a green-eggs-and-ham brunch. Summer events include an insect extravaganza and a tool-time party. The book concludes with reproducible forms and invitations to be used with the special events described in this book. (KB)

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